



UNITED STATES MARINE CORPS
COMMANDING GENERAL
BOX 788100
MARINE CORPS AIR GROUND COMBAT CENTER
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 1700.1D
32
3 Aug 95

COMBAT CENTER ORDER 1700.1D W/Ch 1

From: Commanding General
To: Distribution List

Subj: REQUEST MAST

Ref: (a) U.S. Navy Regulations
(b) Marine Corps Manual
(c) MCO 1700.23E
End: (1) Request Mast Form

1. Purpose. To promulgate policy and procedures concerning Request Mast.
2. Cancellation. CCO 1700.1C.
3. Background. Request Mast is a formal procedure by which an individual can discuss any matter with Commanding Officers in the chain of command. The Marine Corps uses the chain of command to accomplish its mission and see to the morale, physical well-being and general welfare of Marines
4. Information
 - a. References (a) through (c) contain information regarding the rights of individuals to Request Mast. In particular, Article 1151.1 of reference (a) states that members of the naval service may speak directly with their Commanding Officer and paragraph 2805 of reference (b) establishes the rights of Marines and provides the basic authority for Request Mast in the Marine Corps. A Marine may not be prohibited from speaking with their Commanding Officer in a proper manner, at a proper time and place. Reference (c) specifically states that any Marine who attempts to prevent another Marine from initiating, writing, or forwarding a Request Mast up the chain of command may be subject to administrative and/or legal action.
 - (1) The Uniform Code of Military Justice provides the protection of the rights of the individual at every stage of disciplinary action, from investigation through final review or appeal. These rights include the right of the individual upon whom nonjudicial punishment has been imposed to appeal to the next superior officer in the chain of command, and in the case of one convicted by court-martial, the right to automatic review of the findings and sentence. Request Mast is not intended as a means to collaterally attack the proceedings, punishment, or findings and sentence resulting from disciplinary action brought under the Uniform Code of Military Justice. Therefore, a Commanding Officer may deny a Request Mast that has as its subject disciplinary action brought under the Uniform Code of Military Justice, whether contemplated, pending, in progress, or final.
 - (2) The current edition of MCO P1900.16, chapters 4 and 6, contain provisions for the protection of rights of respondents being processed for involuntary administrative separation. Commanding Officers may deny a Request Mast

that has as its subject such involuntary administrative discharge proceedings whether contemplated, pending, in progress, or final.

b. Reference (c) states that every Marine has the right to be granted Request Mast with commanders up to and including the immediate Commanding General within the chain of command who is located at the same base or immediate geographic location. For the purpose of Request Mast, "Marine" includes all uniformed personnel of the Armed Forces who are members of a particular command, including those attached to it or serving with it on temporary additional duty.

c. Individuals will be granted the privilege of forwarding an application for Request Mast with higher commanders including the Commandant of the Marine Corps and the Secretary of the Navy. There is, though, no vested right to Request Mast with such higher commanders. No Request Mast will be forwarded to higher commanders except upon full disclosure of the reason of the Request Mast to the Commanding General in the appropriate chain of command. Individuals granted Request Mast with higher authority will bear all costs involved, such as transportation, billeting, etc

d. Personnel availing themselves of the right to Request Mast in good faith may do so without fear of prejudice to their interest. The Request Mast policy contained in this Order evolved through a continuing effort to ensure that individuals seeking Request Mast receive a timely and appropriate response from officers in the chain of command. Confidence in Request Mast as a means to articulate real or perceived grievances is a basic requirement for the individual Marine's sense of personal worth and morale. Request Mast will not be denied, however, all personnel should utilize this medium of communications after other forms of available assistance have proven unsuccessful. In this connection, personnel Requesting Mast should be prepared to readily accept, at the lowest echelon of command, logical solutions offered to their problems.

5. Procedures

a. Individuals Requesting Mast must follow the procedures published by their unit commander.

b. The Request Mast will be initiated at the lowest level of command. It must be forwarded through all levels of command below the commander before whom the individual wishes to appear. This is necessary to encourage the solving of an individual's problems at the lowest possible level.

c. If the individual so desires, the matter of concern does not have to be expressed either orally or in writing, to anyone in the chain of command except the officer with whom the individual wishes to Request Mast.

d. In all cases where the Request Mast is with the Commanding General, the individual Requesting Mast will prepare a complete written statement setting forth the reasons for the action. Any supporting documents concerning the Request Mast must be attached. The statement may also include a list of witnesses with a summary of the expected testimony of each witness. The statement must include a list of persons in the chain of command whom the individual has seen at Request Mast and state the action taken by these individuals. If the petitioner has not revealed the subject of the Request Mast to other proper authorities in the chain of command, the reasons must be explained. This statement must be delivered to the Commanding

General together with the petition for Request Mast. The petitioner may place the written statement in an envelope marked, "To be opened by the Commanding General only."

e. Commanding Officers or Officers in Charge before whom the petitioner desires to appear, will conduct Request Mast at the earliest reasonable time and not later than three working days after the initial submission of the petition, whenever possible. Additionally, commanders will hear emergency cases as soon as possible, normally within 24 hours of the time the petition is prepared. There should be no more than a 24 hour delay, at any level in the chain of command through which the Request Mast must proceed, whenever possible. Petitions for Request Mast with the Commanding General together with any statement, confidential or otherwise, must proceed via the chain of command without delay.

f. Commanding Officers having personnel who desire to Request Mast with the Commanding General will request an appointment with the Combat Center Inspector by telephone. A properly completed Request Mast Form, enclosure (1), together with the statement/documentation delineated in subparagraph Sd above, service record book/officer qualification record, a brief resume' of any known circumstances pertaining to the Request Mast as well as an indication of past performance of duties will be forwarded to the Combat Center Inspector by the most expeditious means before personnel report for Request Mast. To expedite administrative procedures, legible handwritten endorsements may be submitted.

g. The Commanding General or a designated representative will conduct any request masts desired during the course of the Commanding General's Inspection. Commanding Officers will publicize this fact to all members of their organization and will designate a suitable location for the conduct of the request masts. Before the petition arrives for Request Mast, the documentation required in subparagraph Sf above will be made available to the Commanding General. The following notice will be published and posted on all unit bulletin boards a minimum of four working days before the scheduled inspection:

"A Commanding General's Inspection of (unit) will be conducted during (dates). All officers and enlisted personnel will be afforded an opportunity for Request Mast with the Commanding General or a designated representative to be held during the inspection. Request Mast Forms for this purpose are not required to be prepared in advance and may be obtained at the time of Request Mast which will be held at (time, day, date) in (office/location) ."

h. Request masts will normally be held in conjunction with inspections conducted by higher authority; i.e., Commanding General, Fleet Marine Force, Pacific and the Inspector General of the Marine Corps. Procedures to be followed for the conduct of these request masts will be promulgated before the inspection.

i. Individuals confined in correctional facilities have the right to Request Mast. Petitions for Request Mast marked, "To be opened by the Commanding General only," will not be opened by correctional facility personnel.

j. Under reference (c), the Commanding General may conduct request masts for Marines who are members of resident commands. The subject matter of the Request Mast should involve matters over which the Commanding General has responsibility, (i.e., housing, commissary, or other Combat Center activities or facilities).

k. The above procedures will be followed except when operational necessities or urgent military requirements prevent the timely hearing of the Request Mast or when the Commanding General determines it is being used for harassment, avoiding duties, or intentionally interfering with the commander's ability to carry out functions and missions. However, application for Request Mast with higher commanders as described in subparagraph 4d above, will be forwarded even though the Commanding General may determine that one of the situations described above exists.

1. The Request Mast procedure is the primary means for filing complaints of discrimination sexual harassment, and hazing.

6. Action

a. Commanding Officers will:

(1) Ensure compliance with the provisions of paragraphs (4) and (5) above.

(2) Publish Request Mast procedures in accordance with the references and this Order. These procedures will contain, at a minimum:

(a) A statement of the purpose of the command Request Mast program.

(b) Identification by billet of the individual whom the petitioner must first contact to Request Mast.

(c) Instructions on how to prepare a petition or an application for

(d) An explanation as to the Commanding Officers or Officers in Charge before whom the individual has a right to appear at Request Mast and those before whom the individual may request to appear as outlined in subparagraphs 4c and 4d above.

(e) An explanation that Request Mast must be initiated at the lowest level of command, and be forwarded through all levels of command below the commander before whom the individual wishes to appear.

(f) A statement that the petitioner does not have to state the matter of concern, either orally or in writing, to anyone in the chain of command except the officer with whom the individual wishes to Request Mast. However, efforts to solve the problem should be made at the lowest level possible.

(g) Instructions that all Commanding Officers in the chain of command before whom the petitioner will appear, must forward the request so as to reach the officer holding Request Mast not later than three working days after initial submission of the petition. There should be no more than a 24 hour delay at any level in the chain of command. Both time restrictions are subject to the caveat in subparagraph 5k above, but will be followed whenever possible.

(h) A statement that personnel availing themselves of the right to appear at Request Mast in good faith may do so without fear of prejudice to their interest.

(i) A statement that Request Mast is not intended to be used for the purpose of harassment, avoiding duty, or intentionally interfering with the Commander's ability to carry out the functions and mission of the command.

(j) A statement that Request Mast is the primary means for filing discrimination complaints, including sexual harassment.

(k) Instructions that if petitions for Request Mast with a higher commander in the chain of command are resolved at a lower level, the individual will make a written statement on the Request Mast Form indicating satisfaction with the action taken and voluntary withdrawal of the petition to the higher commander. This statement will be witnessed.

(l) Instructions that individuals will make a written statement on the Request Mast Form indicating their degree of satisfaction with the action taken by the person hearing the Request Mast.

(m) Establishment of procedures to be followed so that follow up action is properly administered in a timely and adequate manner.

(n) Instructions that the records, proceedings and final disposition of Request Mast cases are properly safeguarded to prevent such information from being prejudicial to the petitioner's well-being. Request Mast records will be maintained separately from service records.

b. The Combat Center Inspector will:

(1) Ensure compliance with the procedures contained in paragraphs 4 and 5 above.

(2) Ensure that follow up action on Request Masts with the Commanding General, as directed by the Commanding General, is fully accomplished.

c. All supervisory personnel will acquaint themselves with the provisions of this Order and ensure that all personnel under their supervision are aware of the procedures for Request Mast.

J. D. MAJCHRZAK
Chief of Staff

DISTRIBUTION: A-1 plus Inspector (10)



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23 Oct 97

COMBAT CENTER ORDER 1700.1D Ch 1

From: Commanding General

To: Distribution List

Subj: REQUEST MAST

1. Purpose. To direct pen changes to the basic Order.

2. Action

a. On page 1 change reference (c) the basic Order. to read "MCO 1700.23E."

b. On page 3, paragraph 5(1), at the end of discrimination, add "sexual harassment, and hazing" vice "and sexual harassment."

c. Remove enclosure (1) of the basic Order and replace it with the corresponding enclosure.

3. Summary of Change. The revised enclosure is in compliance with the new guidelines set forth by reference (c) of the basic Order.

4. Applicability. This Bulletin is applicable to all commands and organizations located aboard the Combat Center.

J. D. LENARD
Chief of Staff

DISTRIBUTION: A-1 plus Inspector (10)

REQUEST MAST FORM (FRONT SIDE)

WILL BE ADDED LATER

